

## **MINUTES**

### **TOWN OF HOLLYWOOD PARK ECONOMIC DEVELOPMENT CORPORATION REGULAR MEETING ON THURSDAY, APRIL 13, 2023, AT 6:00 PM 2 MECCA DRIVE, HOLLYWOOD PARK, TEXAS**

#### **I. CALL TO ORDER**

Meeting called to order by Delaine Hall at 6:00 p.m.

#### **II. ROLL CALL**

EDC Members Present: Delaine Hall, Kristi Maxwell, Alan Sale, Shea Johnson, Martha Newton, Martha Sanchez

City Staff Present: Mayor Sean Moore, City Secretary Patrick Aten, City Treasurer Fred Timmons, EDC Attorney Austin Beck, Public Works Director Kelly Cowan

#### **III. CITIZEN PARTICIPATION**

Citizens were present at this meeting but did not speak at this time.

#### **IV. REVIEW AND TAKE ACTION ON THE MINUTES FROM MARCH 2, 2023**

Kristi Maxwell moved to approve the minutes. Shea Johnson seconded the motion which passed unanimously.

#### **V. REVIEW AND TAKE ACTION ON THE FINANCIAL STATEMENTS AS OF FEBRUARY 28, 2023**

Fred Timmons reviewed financials. Kristi Maxwell moved to accept financials. Alan Sale seconded the motion which passed unanimously.

#### **VI. APPROVED BUSINESS AND PROJECTS**

1. Update and discuss status of audio/visual equipment at the Voigt Center.
  - a) Kelly Cowan provided the update.
  - b) Kelly Cowan will provide a final update when complete.
2. Update and discuss status of audio/visual equipment in Council Chambers.
  - a) Patrick Aten provided the update, same status as Voigt Center
  - b) Kelly Cowan will provide a final update when complete.
3. Update and discuss status of upgrades to the Council Chambers.
  - a) Patrick Aten provided the update.
  - b) Should be complete by May 2, 2023. The project is under budget.
4. Update and discuss status of the HP EDC Billboard Advertising Program including discussion of issues related thereto.
  - a) Patrick Aten provided the update.
  - b) Delaine Hall will assist in following up with business. Kristi Maxwell will follow up with the Holiday Inn.

5. Update and discuss status of attracting and retaining business(es) to Hollywood Park.
  - a) Delaine Hall provided the update.
  - b) No action taken.
6. Update and discuss the brochure packet for Voigt Center leases.
  - a) Kristi Maxwell provided the update.
  - b) The photoshoot took place on March 23. Photographer still needs payment. The required W-9 form is pending.
7. Update and discuss the welcome kit for new businesses in Hollywood Park.
  - a) Alan Sale provided the update.
  - b) The approximate cost for cling stickers is \$300 for 500 units. Alan Sale will continue working on this item.
8. Update and discuss Project Santa Claus to promote areas of the Town where local businesses are located.
  - a) Alan Sale provided the update.
  - b) Alan Sale will continue working on this item and provide another update at the meeting on May 9, 2023.

## **VII. OLD BUSINESS**

1. Discuss and consider approval of a website to promote the Voigt Center.
  - a) Martha Newton provided the update.
  - b) Martha Newton will reach out to Katie Glover and continue working on this item and provide another update at the meeting on May 9, 2023.
2. Discuss and consider approval of Project Support Hollywood Park Businesses to promote areas of the Town where local businesses are located.
  - a) This item will be combined with item 5 in the previous section on the agenda for the next meeting on May 9, 2023.
3. Discuss and consider approval of the installation of electric vehicle charging stations.
  - a) Shea Johnson provided the update.
  - b) Shea Johnson will continue working on this item and will invite a guest speaker to the next meeting on May 9, 2023.

## **VIII. NEW BUSINESS**

1. Discuss and consider possible approval of rescheduling future EDC meetings.
  - a) Meeting dates for May and June changed.
  - b) Consider initiating discussion on budget for the next year.

## **IX. STATEMENT FROM THE EDC MEMBERS**

Discussion included (1) adding ribbon cutting ceremonies for new Hollywood Park businesses to next agenda, (2) filling vacant EDC Board seats, (3) promoting citizen participation.

**X. ADJOURNMENT**

Meeting adjourned by Delaine Hall President at 7:21 p.m.

The minutes of this meeting were approved May 9, 2023.

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Delaine Hall, EDC President

Attest:

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Patrick Aten, City Secretary